



### **Business Diploma Instructor – Competition #U22-21/22**

Great Plains College is looking for a dynamic and enthusiastic instructor(s) for our Business Diploma program at the Warman Campus. The instructor will plan, organize and implement an instructional program in a learning environment that guides and encourages learners to develop and fulfil their academic potential.

Applicants are invited to apply in whole or in part for this opportunity.

Start date: January 3, 2023

End date: April 23, 2023

Courses: Foundations of Talent Acquisition (HR226), Talent Selection (HR227) and Conflict Management (ADMN255)

Total Contract Days: 29.5

#### **Duties include:**

- Prepare course outline and classroom instruction content to meet curriculum requirements
- Deliver classroom instruction consistent with the established curriculum, learning outcomes, instructional plans, learning objectives and adult education principles
- Administer student examinations and learning assessment tools that meet and follow the curriculum and college guidelines, standards and requirements
- Incorporate and connects references to life, industry and cultural experiences to the subject material
- Implement and integrate technology in the teaching and learning environment
- Establish, communicate and implement classroom participation and activity protocols, procedures and expectations
- Strive to maintain knowledge and pursue professional development opportunities to keep current with educational requirements and evolving demands in their field of expertise
- Provide learner guidance and referrals, as required
- Work cooperatively with college staff and students in an interdependent team environment
- Classroom Management
- Student Assessment and Needs Identification
- Resource Management
- Participate in Great Plains College events and training as required

#### **Qualifications:**

The Business Diploma Instructor should bring the following qualifications to this position:

- Excellent communication and interpersonal skills
- Leadership and motivation skills
- Well-developed time management and organizational skills
- Four-year Bachelor degree in Commerce or Administration; OR equivalent 4 year Business degree; OR related 4 year degree with major or related experience in specialty area to be taught; OR Business diploma with Education degree with related experience in specialty area to be taught; OR Professional Accounting designation (CPA).
- Two years recent/relevant work experience (2 years in the last 5 years) in business environment in the specialty area to be taught.
- Preference will be given to individuals who understand the principles of adult education

For additional information, contact Brandie Trew, Program Coordinator, at 306-657-1853.

Send resume and cover letter, quoting competition U22-21/22 to [gpchr@greatplainscollege.ca](mailto:gpchr@greatplainscollege.ca)

Applications received prior to 4:00 p.m. on May 23, 2022 will be reviewed for this competition.

The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.